



## Checklist for your passport appointment

Due to COVID-19, Passport Services at the Altadena Library District will have new modified guidelines for our application process. To prevent the spread of COVID-19 and to protect our passport agents and customers, face masks and social distancing are required for public safety. Prior to entry, patrons must agree to the "Safety Protocols for Entry into the Library."

In addition, the U.S. Department of State has significantly limited its passport operations due to COVID-19. Applicants should expect significant delays in receiving their passports because of this.

Please go over this checklist of everything that will be needed for your appointment.

- **DS-11 Application:** Applications must be filled out prior to coming in to your appointment. You will need to answer questions #1-21 on the application and complete it in black ink. If you have downloaded the application from the [travel.state.gov](https://travel.state.gov) website, please make sure it is printed on two separate pages. Single page, double-sided applications will not be accepted. If you make a mistake on the application you will need to fill out a new form. Corrections or using white out on the form is not allowed.
- **Citizenship:** Please bring your proof of U.S. citizenship. Original documents must be submitted. No photocopies will be accepted. The following documents are acceptable:
  - A certified U.S. birth certificate issued from a vital records office (No abstract birth certificates)
  - Naturalization certificate
  - Most recently issued passport
  - Consular Report of Birth Abroad
- **Identification:** The applicant or the parent(s)/guardian(s) of applicants must provide a valid form of identification. The following items are acceptable forms of identification:
  - Valid CA State Issued I.D. or driver's license
    - Out of state I.D.s will need to bring in an additional form of I.D.
  - Valid passport book or card
  - Valid Consular I.D.
  - Valid U.S. Military I.D.
- **Passport Photos:** The Altadena Library District can provide photo services. Passport photos are \$15.00. Applicants can provide their own photos. Passport photo requirements are as follows:
  - One color passport photo, taken within the last 6 months
  - Background must be white

- No glasses are permitted in the photo
- Measurement of photo is 2x2 inches
- Head must be between 1 -1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head
- Printed on a glossy photo quality paper
- Photos cannot be digitally changed or altered
- Have a neutral facial expression or a natural smile, with both eyes open facing forward

○ **Minors:**

- Minors under 16 – Both parents **MUST** be present with child or submit a notarized DS-3053 Statement of Consent form for the parent unable to appear. An original/certified birth certificate is needed for new or renewed passports.
- Minors ages 16 & 17 – **MUST** be accompanied by one parent. An original/certified birth certificate is needed for new or renewed passports.

○ **Fees:**

Individual payments for each applicant made out to: **U.S. Department of State**

**PASSPORT BOOK:** Ages 16 & older: **\$130** Ages 15 & under: **\$100**

**PASSPORT CARD:** Ages 16 & older: **\$30** Ages 15 & under: **\$15**

***This payment must be in check or money order only.***

One payment made out to: **Altadena Library District**

**EXECUTION FEE:** **\$35** per applicant

**PASSPORT PHOTOS:** **\$15** per applicant

***This payment must be in check, money order, Debit/Credit card only.***